

AGENDA

NIH Correspondence Contacts Meeting

Wednesday, February 2, 2005, 10:00–11:00 a.m.

Building 31C, 6th Floor, Conference Room 10

Introductions

SERCH update

Transition from Secretary Thompson to Secretary Leavitt

Modified ES procedure for handling White House bulk mail

Congressional correspondence reminders:

- Fax all congressional responses to Members' offices
- Address all congressional responses to Members, not to staff person (staff person's name goes in an *Attn:* line on envelope if necessary)
- Correct form for address blocks on letters to Members of Congress
- Respond to District office or Washington, D.C., office as directed in incoming letter
- Send ES copies of all congressional correspondence received directly in your IC or Office

Other procedural matters:

- Proper protocol for academic degrees with names in address block on letters
- For clearances, send comments to ES in electronic text form so ES can forward them electronically to preparing office, OS, etc.
- When sending a report or other publication to the Director or Deputy Director, please provide an electronic source if available (or a second copy if no electronic form is available)
- Priority 5 documents in eFlow are always clearance assignments, always require action by all recipients
- Shifting of ES Program Analysts' portfolios due to rotations as Lead Program Analyst

Kudos: To NICHD, NIDDK, ORFDO, and OER

On-time performance reports, to be distributed February 11